AIR FORCE PENTAGON COMMUNICATIONS
AGENCY (AFPCA)

This directive states the mission, defines the command structure, and establishes the responsibilities of the Air Force Pentagon Communications Agency (AFPCA).

SUMMARY OF REVISIONS

This document has only minor revisions over the previous edition.

1. Mission. The Air Force Pentagon Communications Agency (AFPCA) is a field operating agency (FOA) reporting to the Headquarters United States Air Force Deputy Chief of Staff (DCS) for Installations & Logistics (HQ USAF/IL). AFPCA's mission is to provide communications and information systems and services for the Office of the Secretary of Defense (OSD), the Office of the Joint Chiefs of Staff (JCS), the National Military Command Center (NMCC), Headquarters United States Air Force (HQ USAF), and other organizations and command centers within the National Capital Region (NCR), as directed by HQ USAF. In addition, it develops management information systems for OSD and HQ USAF to prepare and submit for the President's Budget. It creates decision support tools for senior Department of Defense (DoD) officials to evaluate events worldwide and respond to crises. AFPCA is also the executive agent for the NMCC.

2. Command. The AFPCA Commander:

2.1. Reports directly to HQ USAF/ILC.

2.2. Provides leadership to manage, direct, and control the functions and activities necessary to satisfy OSD, JCS, NMCC, and HQ USAF systems requirements.

2.3. Interprets and implements communications and information services policy.

2.4. Is responsible for AFPCA's relationship to other commands and agencies. Direct communications are authorized between the AFPCA Commander and staff and all official federal government and private sector agencies when related to tasks for which AFPCA is assigned responsibility.

3. Responsibilities. AFPCA is responsible for the following directorates:

3.1. The Mission Support Directorate (AFPCA/MS) provides a one-stop office for military and civilian personnel and training services for all AFPCA-assigned members. Formulates internal personnel and manpower policies and programs; advises the commander on all matters concerning military and civilian personnel; manages the civilian appraisal system and unit training programs; and directs the unit's public affairs and history programs.

3.2. The Information Assurance Directorate (AFPCA/IA) provides MAJCOM-level Information Assurance programs and operations for Headquarters Air Force (HAF), including HQ USAF and the Secretary of the Air Force (SecAF) staffs, and network security for the Air Force Pentagon network to ensure the availability, integrity, and confidentiality of the information critical to overall Air Force operations in the Pentagon.

3.3. The HAF Software Engineering Directorate (AFPCA/GA) offers services in software systems applications and web-based systems development. The directorate provides HAF customers with a full range of software engineering services to include business process modeling, project management, requirement analysis, design, code development, process and product quality assurance, and maintenance. The directorate also provides expert advice on software planning and contract management. These services include defining requirements, reviewing statements of work (SOW), evaluating technical aspects of proposals, conducting quality assurance reviews, assessing technical progress, and performing contract officers technical representative (COTR) functions.

3.4. The Office of the Secretary of Defense Systems Directorate (AFPCA/GN) plans, analyzes, designs, develops, tests, implements, maintains, and monitors computer-based interactive information systems and decision support applications that support resource analysis and analyses of strategic, general purpose, and regional programs for the Secretary of Defense and his staff. The directorate also manages and maintains local area networks and remote computer facilities for OSD components.

3.5. The Plans, Requirements & Implementation Directorate (AFPCA/XR) provides a customer-focused, professional team dedicated to define, acquire, and implement all customer requirements for new information technology (IT) capabilities for HQ USAF throughout the NCR. Its main functions include: strategic architecture planning, administrative telephone and allied wireless services, implementation of over 4,000 new IT requirements each year, and program management of downward directed programs.

3.6. The Joint Staff Operations & Maintenance Directorate (AFPCA/CO) provides requirments processing, budget processing, Secure Console Operations, engineering, program management, installations and maintenance support for unique Command and Control systems in the NMCC, the OSD Crisis Coordination Center, National Airborne Operations Center, and Air Force Operations Center to include secure telephone, fax, radio, video, and emergency action dissemination and surveillance systems. Monitors and controls numerous HEMP-protected Command and Control circuits. Provides the NMCC facility engineering and maintenance to include primary/back-up power, HVAC, all plumbing and electrical support, and HEMP facility engineering and maintenance. Provides and supports secure communications equipment in the quarters of senior DoD officials. The directorate provides and manages ground entry point and trip support for the Secretary of Defense, Chairman, JCS, and other executives, as directed. The Executive Travel team provides communications support to the Secretary of Defense, Deputy Secretary of Defense, Chairman, JCS, and Vice Chairman, JCS, during all travels.

3.7. The Financial Management Directorate (AFPCA/FM) provides financial management, analysis, and oversight for all planning, programming, budgeting and execution actions, and maintains the Agency Unit Manning Document. Manages AFPCA's financial resources, develops budget estimate submission inputs, monitors expenditures, defends unfunded requirements submissions, acts as primary financial advisor to the AFPCA Commander, and serves as focal point to outside agencies for AFPCA financial matters. Develops, delivers, and defends the AFPCA Program Objective Memorandum submission. Implements and develops procedures for customer information technology services payments/reimbursements. AFPCA focal point for the Total Cost of Ownership initiative and the office of primary responsibility for the Agency Management Council Plan. Additionally, serves as primary representative for the Air Force on the Resource Strategy Board, a subset of the Pentagon Area Information Services Executive Board.

3.8. The HAF Operations & Maintenance Directorate (AFPCA/OA) is in charge of the HAF Helpdesk. It provides various levels of support in the areas of desktop, servers, and e-mail to HQ USAF and other agencies throughout the NCR. It is responsible for the maintenance, and troubleshooting of all hardware and software; performs system administration and user account maintenance on all servers; and ensures file, print, and World Wide Web services. This directorate also performs the system administration of all e-mail servers and is responsible for user account management and the troubleshooting of all e-mail issues.

3.9. The NCR AF Systems Control Directorate (AFPCA/SC) mission is to provide AFPCA with a centralized communications status focal point. Additionally, AFPCA/SC performs evaluations on AFPCA maintenance work centers promoting maintenance excellence and continuous measurable improvement throughout the Agency's maintenance work centers.

3.10. The Engineering & Installations Directorate (AFPCA/EI) is in charge of building an achievable strategic direction for the employment of IT in the HAF and ensure HAF mission needs are met. Design, develop, and deploy IT solutions that employ industry-proven best practices and technologies to meet or exceed all HAF customer IT requirements.

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